

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

LEGAL ASSISTANT

Role Title: Administrative and Office Specialist III

Position: #W0189

Pay Band 3, Level III, Hiring Range: \$15.00 - \$22.00 PER HOUR

HOURLY POSITION – NO STATE BENEFITS

Closing Date: September 24, 2012

Appeals Division. Up to 1,500 hours per year, typically 30 hours per week. Possibility for alternative work hours and flexibility. This position will assist with paralegal duties in the Provider Appeals Unit, including processing appeals, researching inquiries from Providers, courts and counsel, assembling hearing evidence and records, mass photocopying of case records and evidence, database entries and archiving of closed hearing files. This position directly serves the eight (8) Informal Appeal Agents of the Appeals Division. Candidate must have knowledge of office operations and protocol and be able to handle multiple priorities. Requires experience providing executive level administrative support, experience with computers, including word processing, calendaring, e-mail, and database software applications. Must be able to monitor and control procedures, paperwork, scheduling, and maintain tracking system. Excellent interpersonal skills required. Must be able to communicate effectively written and orally with multiple levels of staff within and outside the agency. Paralegal or College-level experience preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://dmasva.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information. EEO/AA/ADA